

# Medi-Cal Program Guide (MPG) Special Notice 08-02

March 05, 2008

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<b>Subject</b>	<b>Joint Medi-Cal/Federally Qualified Health Center (FQHC) Citizenship and Identity Document Pilot</b>
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<b>Effective Date</b>	Upon receipt.
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<b>Reference</b>	ACWDL 07-12; CMS Final Rule; Clarification from DHCS; County Policy
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<b>Purpose</b>	This notice provides information-only regarding a joint Medi-Cal/FQHC pilot.
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<b>Background</b>	<p>HHSA has developed an implementation plan which will enable the County to operationalize new regulations requiring U.S. citizens/nationals to submit satisfactory evidence of citizenship/identity in order to receive full scope Medi-Cal benefits with as little disruption to current operations as possible.</p>
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In ACWDL 07-12, the Department of Health Care Services (DHCS) designated Federally Qualified Health Centers (FQHC) and Disproportionate Share Hospitals (DSH) as locations which may view and copy original citizenship/identity documents on behalf of the counties.

This pilot was designed to identify and develop efficient methods that will enable Certified Application Assistors (CAAs) at the FQHCs to assist HHSA in collecting evidence of citizenship/identity from Medi-Cal applicants and beneficiaries.

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<b>Participants</b>	Participants in the pilot included CAAs from three Family Health Centers of San Diego (FHCS) clinics and staff from the Southeast Family Resource Center (SEFRC).
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<b>Training</b>	Training was provided to participants on November 27, 2007 at the SEFRC. The training was a joint effort between HHSA and the Consumer Center for Health Education and Advocacy (CCHEA).
<b>Pilot Period</b>	The pilot period encompassed Monday, December 3, 2007 through January 31, 2008, or when 40 applications had been processed, whichever occurred first. As 40 applications were not received, the pilot terminated on January 31 <sup>st</sup> .
<b>Protocols</b>	<p>The following protocols were established for the purposes of this pilot:</p> <ul style="list-style-type: none"><li>• 40 Medi-Cal applications with at least one U.S. citizen/national family member requesting benefits were selected for the study sample</li><li>• CAAs explained the new citizenship/identity documentation requirements and assisted applicants in submitting evidence</li><li>• Upon receipt of acceptable evidence of citizenship/identity CAAs photocopied the documents, completed a specifically designed receipt, and sent the forms to the SEFRC weekly</li><li>• Medi-Cal applicants meeting the above criteria were to mail their Medi-Cal applications directly to the SEFRC</li><li>• SEFRC matched applications with citizenship/identity documents and processed according to their established intake business process</li></ul> <p>Applications not included in this pilot:</p> <ul style="list-style-type: none"><li>• Pregnant women</li><li>• Joint Medi-Cal and Healthy Families applications</li><li>• Current Medi-Cal beneficiaries</li></ul>
<b>Analysis</b>	<p>Upon completion of the pilot, feedback was obtained from all participants. The data will be analyzed to determine processes that worked, those in need of adjustment, and those which were not successful.</p> <p>Changes will be made, as needed, prior to training all FQHC and (DSH) staff to assist with collecting citizenship/identity documents.</p>

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<b>SEFRC Intake Workers</b>	SEFRC intake workers are to accept any evidence of citizenship/identity provided with applications processed through this pilot. Workers will file the documentation in the case file and notate what and when received in Case Comments. Workers will narrate that any citizenship/identity documents and DHCS 0005 forms received are part of this pilot.
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**ACWDL 07-12/Deficit Reduction Act of 2005 evidence of citizenship/identity is not required at this time.** Workers will not take any actions to deny benefits, reduce the level of benefits, or delay granting due to non-receipt of citizenship/identity documentation related to the pilot. Existing regulations relating to citizenship and identity remain in effect.

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<b>Forms Impact</b>	None.
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<b>Automation Impact</b>	<b>No citizenship/identity entries are to be made in either CalWIN or MEDS at this time.</b> Workers will document in CalWIN Case Comments any information regarding receipt of citizenship/identity documents.
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<b>QA/QC Impact</b>	None.
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<b>Manager Approval</b>	
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***ORIGINAL SIGNED BY:***

**Dann Crawford**, Assistant Deputy Director  
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